

# **Coursework Completion System Data Elements**

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Coursework Completion Collection

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# Table of Contents

## Contents

Academic Service Learning .....	5
Alternative Education Program .....	6
Alternative Education Program (continued) .....	7
Bilingual/ESL.....	8
Classroom Type .....	9
Collection Type.....	10
College Credits Earned.....	11
Completion Status .....	12
Course Code .....	13
Course Code (Continued) .....	14
Course Code (Continued) .....	15
Distance Education .....	17
DPI Educator File Number .....	18
Dual Enrollment Credit.....	19
Dual Enrollment Credit (Continued).....	20
Enroll Date .....	21
Equivalency.....	22
Equivalency (Continued).....	23
Grade Earned .....	24
Grade Level Placement .....	25
Grade Level Placement (continued).....	26
High School Credits Earned.....	27
Local Course Title .....	28
Part-time Open Enrollment District.....	29
Project Based Learning .....	30
Record Type .....	31
School Code.....	32
Section ID .....	33
Section ID (Continued) .....	34
Submitting District.....	35
Teacher Former Last Name.....	36
Teacher Last Name .....	37
Teacher Role .....	38
Teacher Role (Continued) .....	39
Term .....	40

Term (Continued).....	41
Virtual/Online Education.....	42
WSN ID.....	43
Year.....	44
World Language.....	45
World Language (continued).....	46
WSLS School.....	47

# Data Elements

## Academic Service Learning

### Definition

- Indicator of instruction via Academic Service Learning

### Definition (Expanded)

- Academic Service-Learning (ASL) is an instructional approach that engages students in addressing meaningful community needs as a way of deepening their academic skill development through critical thinking and problem solving. Students develop 21st century skills through active participation that focuses on application of knowledge and skills to address a relevant issue in the community. Immersed within the academic curriculum, academic service learning involves investigation, planning, action, reflection, and a demonstration and celebration of outcomes.

### Specifications

- Optional on upload and lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Y or N

### Validation/Business Rules

- (CT29) When provided 'Academic Service Learning' indicator value must equal 'Y' or 'N'.

ASL Indicator	Description/Comments
Y	Yes, this section and course includes a service-learning experience.
N	No, this section and course does not include a service-learning experience.

# Alternative Education Program

## Definition

- Alternative Education Program Type

## Definition (Expanded)

- Available for alternative education programs that are not credit producing (e.g. s.118.15 contracts for HSED, GEDO#2, competency-based). Should not be used when local course title and credits are available.

## Specifications

- Optional on upload, conditional on lock
- Data type: Alphanumeric
- Size (bytes): 5
- Value/Format: Must be valid alternative education program code from DPI table.

## Validation/Business Rules

- (CT20) Invalid combination of 'Alternative Education Program' and 'Course Code'. 'Alternative Education Program' was provided as a value other than 'NA', Not Applicable, and 'Course Code' was provided as a value other than '22A01G'. 'Alternative Education Program' is expected only when no other course code applies and the generic alternative education program course code, '22A01G,' is provided. If a course code other than '22A01G' is available for the alternative education course, then 'Alternative Education Program' should be 'NA,' Not Applicable.
- (CT33) Invalid 'Alternative Education Program'. When provided, 'Alternative Education Program' must be a valid Alternative Education code.
- (CT34) Required field is missing 'Alternative Education Program'. 'Course Code' was provided as generic alternative education course, '22A01G', 'Alternative Education Program' code is a required. Null or 'NA' are not valid codes when 22A01G course code is provided.
- (CT57) Invalid 'Teacher Role' combination. Teacher Role was provided as 'ME', Monitoring Educator. A Teacher Role of 'ME' can only be used when 'Dual Enrollment Credit' equals 'YOPC', 'YOUW', 'YOTC' or 'YA' or Alternative Education program equals 'HSED' OR 'CA' .
- (SC32) (Info) 'Grade Earned' reset to 'CBC', Competency Based Credit. Alternative Education Program provided as 'CBPB', Competency Based and Project Based Programs'. Grade earned has been reset to 'CBC', Competency Based Credit.
- (SC34) (Info) 'Grade Earned' reset to 'E', Exempt. Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

## Alternative Education Program (continued)

Alternative Education Program	Code	Description/Comments
Challenge Academy	CA	An Alternative Education Program operated by the Wisconsin Department of Military Affairs open to students' ages 16.9 to 19.
Competency-Based and Project-Based Programs	CBPB	Middle school and high school programs that rely on completion of competencies, not credits.
GEDO #2	GEDO2	GED Option 2 program for high school youth operated by a school district for 11th and 12th graders.
118.15 Contracts	HSED	Students who are enrolled at a technical college or with a community based organization for HSED preparation for 11th and 12th graders.
Jail and Detention	JD	Students who are enrolled to a school district where a county jail or detention center is located, generally for a short duration. Long-term enrollment may result in course and credit completion.
MPS Partnership Schools	PS	Alternative Education Programs operated by community based programs under contract with Milwaukee Public Schools for at-risk youth in grades 6-12.
Not Applicable	NA	This course is not associated with an Alternative Education Program.

## Bilingual/ESL

### Definition

- Type of Bilingual or ESL instruction for course designed specifically for students whose native language is not English.

### Definition (Expanded)

- Bilingual/English as a Second Language (ESL) class includes a course of study designed specifically for students whose native language is not English, delivered either in English or primarily in the native language of the students. Additionally, a class may include a course of study delivered in English and the target language as part of a two-way immersion program to also qualify as Bilingual/ESL.

### Specifications

- Optional on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 2
- Value/Format: Must be a valid bilingual / ESL code from DPI table.

### Validation/Business Rules

- (CT32) When provided, 'Bilingual / ESL' must be a valid Bilingual / ESL code.

Bilingual/ESL	Code	Description/Comments
Bilingual	B	A course of study designed specifically for students whose native language is not English, and delivered primarily in the native language of the students.
English as a Second Language (ESL)	E	A course of study designed specifically for students whose native language is not English.
Two-Way Immersion	T	A course of study that is delivered in English and/or the target language as part of a two-way immersion program.
Not Applicable	NA	The course is not designed specifically for students whose native language is not English, nor is it part of a two-way immersion program.

# Classroom Type

## Definition

- Indicator of single or multiple grade level classroom

## Definition (Expanded)

- Classroom type indicates the grade level(s) of students within a classroom, either single or multiple.

## Specifications

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Must be a valid classroom type code from a DPI table.

## Validation/Business Rules

- (CT21) When provided, 'Classroom Type' must be a valid Classroom Type code.

Code	Description/Comments
S	<b>Single</b> – a single grade level classroom. For example; when you have an elementary classroom comprised of all second grade level students.
M	<b>Multiple</b> – a multiple grade level classroom. For example; when you have a high school course and the classroom is comprised of ninth and tenth grade level students.

## Collection Type

### Definition

- Collection Type

### Definition (Expanded)

- Coursework Completion System will offer two collection periods. The third collection period is intended to collect summer school data and is not available. Each collection will be identified by a unique collection type.

### Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 3
- Value/Format: Must be a valid Collection from DPI Table

### Validation/Business Rules

- (CT1) 'Collection Type' must be a valid Collection Type code
- (CT2) 'Collection Type' is a required field
- (SC1) 'Collection Type' is a required field
- (SC2) 'Collection Type' must be a valid Collection Type code

Code	Description/Comments
CW1	Collection 1 – Generally intended to gather 1st & 2nd quarter, 1st semester and 1st trimester term data.
CW2	Collection 2 – Generally intended to gather 3rd & 4th quarter, 2nd semester, 2nd & 3rd trimester, and annual term data.
CW3	Collection 3 – Generally intended to gather summer school data (not available).

## College Credits Earned

### Definition

- Recognition of attendance or performance in a college level instructional activity (course or program) that can be applied by a recipient towards college requirements.

### Specifications

- Optional field on upload and lock
- Data Type: Numeric
- Size (bytes): 5,3
- Value/Format: NN.NNN
- Must be a numeric value 0.000 and 10.000.

### Validation/Business Rules

- (SC36) 'Invalid 'College Credits Earned'. 'College School Credits Earned' must be a numeric value  $\geq 0.000$  and  $\leq 10.000$ . Valid decimal values may be up to 3 decimal points.
- (SC37) Required field is missing, 'Local Course Title'. College credits earned was provided as a value greater than 0, Local Course Title must be provided.
- (SC52) Invalid combination of 'College Credits Earned' and 'Completion Status'. 'Completion Status' was provided as value of 'I', 'F' or 'WD', hence 'College Credits Earned' may not be a value  $> '00.000'$ .

## Completion Status

### Definition

- Completion Status is an indicator of whether the student completed the course (pass or fail), withdrew, or ended the term with an incomplete status.

### Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 2
- Value/Format: Must be valid COMPLETION\_STATUS from DPI Table.

### Validation/Business Rules

- (SC29) Completion Status must be a valid completion status code.
- (SC30) Completion Status is a required for all student and completion records.

Completion Status	Code	Description/Comments
Incomplete	I	The student's coursework was not completed within the specified term hence this course is ineligible to be assigned a grade earned or credits earned.
Failing	F	The student's coursework recorded for this course or program was assigned a failing completion status.
Passing	P	The student's coursework recorded for this course or program was assigned a passing completion status.
Withdrawal or Dropped	WD	The student withdrew or dropped the course within the specified term and was assigned a completion status of withdrawal or dropped. A student receiving a withdrew or dropped completion status is ineligible to be assigned a grade earned or credits earned for that course.
Not Applicable	NA	Not Applicable

## Course Code

- (Refer to: [WI DPI Course Codes](#) for complete list of valid secondary and middle school course codes. Refer to: [NCES Elementary School Course Code List \(includes Early Childhood through Grade Level 8\)](#)).

### Definition

- Unique identifier assigned to a subject, course description, and course level

### Definition (Expanded)

- A unique identifier assigned to a course. The course code will utilize the NCES standards where applicable.
- Course code This is a 6 character alphanumeric field consisting of three parts:
- Subject Area represented by a two-digit code
- 22 general content categories for WI DPI Course Codes for middle and secondary school grade level coursework
- 23 general content categories for Elementary School grade level coursework (may be used if your middle school operates on an elementary model)
- Course Identifier represented by three-digit code
- The codes carry no meaning within themselves
- As with all entries in the NCES Handbook series, "999" is reserved for courses coded as "other."
- The course descriptions are fairly general. They provide enough specificity to identify the course's topic and to distinguish it from other courses in that Subject Area. However, the course descriptions do not include course objectives.
- Course Level (also known as 'rigor') conveys the course's level of rigor. (Refer to: [Matrix For CWCS Course Code Rigor Levels \(PDF\)](#).
  - WI DPI Course Code List – Secondary School Course Code Rigor Levels
    - B for basic or remedial
    - G for general or regular
    - E for enriched or advanced,
    - H for honors

## Course Code (Continued)

- NCES Elementary School Course Code Rigor Levels
  - B for basic or remedial
  - X for no specified level
  - G for general or regular
  - E for enriched or advanced,
  - H for honors

### Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 6
- Value/Format: Must be a valid course code from DPI table.

### Validation/Business Rules

- (CT14) 'Course Code' must be a valid Wisconsin Course Code.
- (CT15) At least one 'Course Code' is required for each section.
- (CT16) 'Subject Area', 'Course Indicator', and 'Course Level' are combined to form the Course Code. Course Code must be a valid Wisconsin Course Code. At least one Course Code is required for each section.
- (CT17) 'Subject Area' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- (CT18) 'Course Indicator' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- (CT19) 'Course Level' is a required component of Course Code. Each course code must have 'Subject Area ', 'Course Identifier', and 'Course Level'.
- (CT20) 'Alternative Education Program' was provided as a value other than 'NA', Not Applicable, and 'Course Code' was provided as a value other than '22A01G'. 'Alternative Education Program' is expected only when no other course code applies and the generic alternative education program course code, '22A01G,' is provided. If a course code other than '22A01G' is available for the alternative education course, then 'Alternative Education Program' should be 'NA,' Not Applicable.
- (CT34) Required field is missing 'Alternative Education Program'. 'Course Code' was provided as generic alternative education course, '22A01G', 'Alternative Education Program' code is a required. Null or 'NA' are not valid codes when 22A01G course code is provided.
- (CT50) Though multiple course codes are allowed for a single section, any single course code may be included only once.

## Course Code (Continued)

- (CT56) Required field is missing, 'Dual Enrollment Credit'. 'Dual Enrollment Credit' is required when secondary course code is provided and school type is high school. (CT60) (Warning) Unexpected secondary course code in an elementary school type. The 'Section ID' provided is associated with a secondary course code, while the school type for this record is of elementary school type.
- (CT60) (Warning) Unexpected secondary course code in an elementary school type. The 'Section ID' provided is associated with a secondary course code, while the school type for this record is of elementary school type.
- (CT61) (Warning) Unexpected elementary course code in a high school type. The 'Section ID' provided is associated with an elementary course code, while the school type for this record is of high school.

### WI DPI Course Code Subject Areas

- (available for middle and secondary school grade level courses)

Course Subject Area	Course Subject Area Description
01	English Language and Literature
02	Mathematics
03	Life and Physical Sciences
04	Social Sciences and History
05	Fine and Performing Arts
06	Foreign Language and Literature
07	Religious Education and Theology
08	Physical, Health, and Safety Education
09	Military Science
10	Computer and Information Sciences
11	Communications and Audio/Visual Technology
12	Business and Marketing
13	Manufacturing
14	Health Care Sciences
15	Public, Protective, and Government Service
16	Hospitality and Tourism

## Course Code (Continued)

17	Architecture and Construction
18	Agriculture, Food, and Natural Resources
19	Human Services
20	Transportation, Distribution and Logistics
21	Engineering and Technology
22	Miscellaneous

## NCES Elementary School Course Code Subject Areas

Course Subject Area Description	Pre Secondary Course Subject Area	Post Secondary Course Subject Area
English Language and Literature	51	01
Mathematics	52	02
Life and Physical Sciences	53	03
Social Sciences and History	54	04
Fine and Performing Arts	55	05
Foreign Language and Literature	56	06
Religious Education and Theology	57	07
Physical, Health, and Safety Education	58	08
Military Science	59	09
Computer and Information Sciences	60	10
Communications and Audio/Visual Technology	61	11
Business and Marketing	62	12
Manufacturing	63	13
Health Care Sciences	64	14
Public, Protective, and Government Services	65	15
Hospitality and Tourism	66	16
Architecture and Construction	67	17
Agriculture, Food, and Natural Resources	68	18
Human Services	69	19
Transportation, Distribution, and Logistics	70	20
Engineering and Technology	71	21
Miscellaneous	72	22
Nonsubject Specific	73	

## Distance Education

### Definition

- Indicator of instruction by distance communication methods

### Definition (Expanded)

- Includes participation by a student in a course where the educational materials are provided through cable television, satellite classes, videotapes or correspondence courses.

### Specifications

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Must be "Y" or "N".

### Validation/Business Rules

- (CT24) Invalid 'Distance Education'. When provided, 'Distance Education' must equal 'Y' or 'N'.
- (CT25) Invalid combination, 'Distance Education' and 'Virtual / On-line Education' are mutually exclusive. Both 'Distance Education' and 'Virtual/Online Education' were provided as 'Y', yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.

<b>Distance Education Indicator</b>	<b>Description/Comments</b>
Y	Yes, the educational materials for this course/program were provided through cable television, satellite classes, videotapes or correspondence courses thus qualifying as Distance Education.
N	No, this course does not meet the guidelines to qualify as Distance Education.

## DPI Educator File Number

### Definition

- Unique six digit identifier assigned by Teacher Licensing

### Definition (Expanded)

- This is the unique six-digit identifier assigned by Teacher Licensing to individuals when they apply for a license to teach in the State of Wisconsin. In the Coursework Completion System the DPI Educator File Number is used for educator identification, record matching against Teacher Licensing, and linking course and teacher data.

### Specifications

- Mandatory on upload and on lock
- Data Type: Numeric
- Size (bytes): 6
- Value/Format:
- 000009
- The teacher record must be unique based on the combination of fields, COLLECTION, DISTRICT, SCHOOL, RECORD\_TYPE, YEAR, TERM, SECTION\_ID and ED\_FILE\_NUMBER.

### Validation/Business Rules

- (CT39) 'DPI File Educator Number' is a required number for each teacher provided for a section.
- (CT41) 'DPI Educator File Number' must be 6 numeric digits. Leading zeroes must be included, if appropriate.
- (CT44) Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.
- (CT51) Though multiple DPI Educator File Numbers are allowed for a single section, any single DPI Educator File Number may be included only once.

## Dual Enrollment Credit

### Definition

- A program through which high school students are dually enrolled in both high school and college (e.g., youth options, youth apprenticeship, advanced standing, transcribed credit) and earn both high school and college credit.

### Specifications

- Optional field on upload and conditional on lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: Must be valid dual enrollment credit code from DPI table.

### Validation/Business Rules

- (CT23) Invalid 'Dual Enrollment Credit'. When provided, 'Dual Enrollment Credit code' must be a valid Dual Enrollment Credit code.
- (CT56) Required field is missing, 'Dual Enrollment Credit'. 'Dual Enrollment Credit' is required when secondary course code is provided and school type is high school.
- (CT57) Invalid 'Teacher Role' combination. Teacher Role was provided as 'ME', Monitoring Educator. A Teacher Role of 'ME' can only be used when 'Dual Enrollment Credit' equals 'YOPC', 'YOUW', 'YOTC' or 'YA' or Alternative Education program equals 'HSED' OR 'CA'.

Dual Enrollment Credit	Code	Description/Comments
Advanced Standing	AS	High school courses or competencies that result in advanced college standing in the technical college system.
Cooperative Academic Partnership Program	CAPP	The CAPP program existing in some Wisconsin school districts which allows students to take college-level courses and receive college credits without attending the college campus.
Transcribed Credit	TC	High school courses that also result in the simultaneous earning of college credit.
Youth Apprenticeship	YA	Students enrolled in a work-based learning program generally revolving around articulated and transcribed credit; 11th and 12th grade students.
Youth Options – Private College	YOPC	Students are enrolled in a WI private college course for high school credit (student also receives college credit); available only for 11th and 12th grade students.

## Dual Enrollment Credit (Continued)

Youth Options – Technical College	YOTC	Students are enrolled in a WI technical college course for high school credit (student also receives college credit); available only for 11th and 12th grade students.
Youth Options – UW-System	YOUW	Students are enrolled in a UW-system course for high school credit (student also receives college credit); available only for 11th and 12th grade students.
Not Applicable	NA	This course is not associated with a dual enrollment credit indicator.

## Enroll Date

### Definition

- The school enrollment date is the date a student initially receives educational services from a school during a period of continuous enrollment at a school. A separate enrollment date is required for each continuous period of enrollment at any given school. School enrollment dates are collected as part of the Wisconsin Student Number Locator System.
- This should be the enroll date as reported in the WSLS.

### Specifications

- Mandatory field on upload and lock
- Data type: Date
- Size (bytes): 10
- Value/Format: FORMAT MM/DD/YYYY or MM-DD-YYYY.

### Validation/Business Rules

- (SC19) Invalid 'ENROLL DATE' in student and completion record. Enroll Date is expected in this format MM/DD/YYYY or MM-DD-YYYY.
- (SC20) Required field is missing 'Enroll Date'. Enroll Date is a required for all student and completion records.
- (SC21) Required field is missing, Enrollment Period. The enrollment period identified by the WSN, District, School and Enroll Date is required for every student and completion record.
- (SC22) Invalid enrollment period. No WSLS record exists for the WSN, District, School, and Enroll Date identified for this record.
- (SC23) Enrollment period does not include days within the collection year. The enrollment period identified by the WSN, District, School and Enroll Date does not include days within the current school year, 7/1 to 6/30.

# Equivalency

## Definition

- Graduation Equivalency Type

## Definition (Expanded)

- The terminology “equivalent graduation policy” refers to approved courses that are by subject area that permit selected equivalent courses as long as such courses contain the time allotment and substantially the same objectives to develop the knowledge, concepts, and skills of the course for which an equivalent is proposed.
- Only 9-12 secondary courses that have been approved by DPI should be identified as such in this field.
- Through a formal approval process established by the Department of Public Instruction (DPI) school districts may apply to have courses approved for equivalency to other courses. Currently these areas have a process for equivalency:

## Specifications

- Optional on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 3
- Value/Format: Must be a valid equivalency value from DPI table.

## Validation/Business Rules

- (CT30) Invalid 'Equivalency'. When provided, 'Equivalency' must be a valid Equivalency code.
- (CT54) Invalid 'Equivalency' combination. 'Equivalency' was provided as a value other than 'NA', Not Applicable, and 'Course Code' was provided as a value other than a valid 'Secondary Course Code' and school type was not of high school.

Subject Area	Equivalency
Agricultural Education equivalent for	Science
Business Education equivalent for	English Language Arts
Family Consumer Science equivalent for	Science
Technical Education/Engineering equivalent for	Science and Math

## Equivalency (Continued)

<b>Code</b>	<b>Equivalency</b>
ELA	English Language Arts
M	Math
S	Science
SS	Social Studies
NA	Not Applicable

# Grade Earned

## Definition

- An alphanumeric grade assigned by a licensed educator indicating a student's level of accomplishment in a course. Grade earned is based on a 4.000 numeric point scale and should be unweighted. DPI has included several alternative grade earned indicators for courses when a numeric grade earned is not appropriate.

## Specifications

- Optional field on upload and conditional on lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: Must be a numeric value between 0.000 and 4.000 or a valid value from DPI Table.

## Validation/Business Rules

- (SC31) Invalid 'Grade Earned'. Grade Earned must be an numeric value between 0.000 and 4.000 or a valid grade earned code.
- (SC32) (Info) 'Grade Earned' reset to 'CBC', Competency Based Credit. Alternative Education Program provided as 'CBPB', Competency Based and Project Based Programs'. Grade earned has been reset to 'CBC', Competency Based Credit.
- (SC33) Required field is missing 'Grade Earned'. Grade Earned is a required all student and completion records where Grade Level Placement is '09', '10', '11' or '12'.
- (SC34) (Info) 'Grade Earned' reset to 'E', Exempt. Alternative Education Program provided as 'CA', Challenge Academy'. Grade earned has been reset to 'E', Exempt.

Code	Description/Comments
N.NNN	Based on a 4.000 numeric point scale.
CBC	Competency Based Credit – credit based on the competency level and/or proficiency level achieved.
E	The course or program is exempt from receiving a grade earned.
O	Other is available for grading exceptions ONLY. DPI will be auditing school districts that report other as a grade earned in an effort to evaluate the need for additional grade earned indicators/codes.
NA	The value of not applicable is restricted for usage when the course completion status equals incomplete.

## Grade Level Placement

### Definition

- Grade level is the level of the educational program studied by a student.

### Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 2
- Value/Format:
- Must be a valid Grade Level Placement from DPI table.
- Must be within the Low High Range for the school.

### Validation/Business Rules

- (SC24) 'Grade Level Placement' must be a valid grade level code.
- (SC25) 'Grade Level Placement' is a required for all student and completing records.
- (SC26) 'Grade Level Placement' is not within expected range. 'Grade Level Placement' must be within the low to high range of the submitting school or WSLS School if provided.
- (SC39) The 'Section ID' provided is associated with an elementary course code, while the 'Grade Level Placement' for this record was provided as '09', '10', '11', or '12'. Elementary course codes are intended for elementary grade levels and for grade levels '06', '07', 'or '08' taught using an elementary model.
- (SC54) (Warning) Unexpected grade level placement for secondary course. The 'Section ID' provided is associated with a secondary course code, while the 'Grade Level Placement' for this record is between 'K3' thru '5'.

## Grade Level Placement (continued)

Grade Level	Code	Description/Comments
3-yr-old kindergarten	K3	Only used by Milwaukee Public Schools.
4-yr-old kindergarten	K4	Students at K4 must be 4 years old on or before September 1 in the year that he or she proposes to enter school. (See Section 118.14, Wis. Stats.)
Pre-kindergarten	PK	Pre-kindergarten level programs such as early childhood special education, Title I preschool, district operated at-risk programs, and Head Start. If a student is simultaneously enrolled in a K3, K4, or KG program, then use that code not PK
Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 9	KG 01 02 03 04 05 06 07 08 09	<p>Grade level of the prescribed course of the study. For students who are in multiage classrooms consider how the curriculum taught best fits into the traditional grade structure.</p> <p>Unless early admission criteria under s. 120.12(25), Wis. Stats. are met, students at KG (5-year-old kindergarten) must be 5 years old on or before September 1 in the year he or she proposes to enter school. Students at Grade 1 must be 6 years old, on or before September 1 in the year he or she proposes to enter school. (See Section 118.14, Wis. Stats.)</p> <p>Exception: for students with the most significant cognitive disabilities, record the grade to which children of the same age would be assigned if that school applied a traditional grade structure.</p>
Grade 10	10	The # of credits earned must at least equal the (credits required for graduation * 1/4) minus (credits required for graduation * 1/7). See table and exception below. Districts may establish additional or more rigorous requirements for placement at each grade.
Grade 11	11	The # of credits earned must at least equal the (credits required for graduation * 1/2) minus (credits required for graduation * 1/7). See table and exception below. Districts may establish additional or more rigorous requirements for placement at each grade.
Grade 12	12	The # of credits earned must at least equal the (credits required for graduation * 3/4) minus (credits required for graduation * 1/7). See table and exception below. Districts may establish additional or more rigorous requirements for placement at each grade.

## High School Credits Earned

### Definition

- High School Credits Earned in recognition of attendance or performance in a high school level instructional activity (course or program) that can be applied by a recipient toward the requirements for a diploma, certificate, or other formal award.

### Specifications

- Optional field on upload and lock
- Data Type: Numeric
- Size (bytes): 5,3
- Value/Format: NN.NNN
- Must be a numeric value 0.000 and 10.000.

### Validation/Business Rules

- (SC35) 'High School Credits Earned' must be a numeric value between 0 and 10.
- (SC52) Invalid combination of 'College Credits Earned' and 'Completion Status. 'Completion Status' was provided as value of 'I', 'F' or 'WD', hence 'College Credits Earned' may not be a value > '00.000'.
- (SC53) Required field is missing 'Part-time Open Enrollment District'. Part-time Open Enrollment District is a required field for all grade levels.

## Local Course Title

### Definition

- The Local Course Title is a free-form text field which an LEA may choose to use as a better descriptor for the college course title. A Youth Options course section, Local Course Title could contain the course name and number of the college course; for example, "UW-Madison Math 221 Calculus and Analytic Geometry".
- This free-form text field will have a maximum of 100 characters.
- Avoid use of special characters.

### Specifications

- Optional field on upload and conditional on lock
- Data type: Alphanumeric
- Size (bytes): 100
- Value/Format: Must be 100 characters or less.

### Validation/Business Rules

- (SC35) Invalid 'High School Credits Earned'. 'High School Credits Earned' must be a numeric value  $\geq 0.000$  and  $\leq 10.000$ . Valid decimal values may be up to 3 decimal points.
- (SC37) Required field is missing, 'Local Course Title'. College credits earned was provided as a value greater than 0, Local Course Title must be provided.

## Part-time Open Enrollment District

### Definition

- For part-time open enrollment students taking up to two courses in a district other than the submitting district, identify the district providing educational services for this section.

### Definition (Expanded)

- Part 1 includes the number of resident students attending another school district for purposes of participation as a part-time student in the Open Enrollment Program.
- Part 2 includes the number of non-resident students attending courses offered within your district.
- This count does not include resident private school and home based students who take courses under s. 118.145(4), Wis. Stats. Nor does it include students' enrolled in a postsecondary program. This data is used to complete the School performance Report (SPR) s. 115.38, Wis. Stats. In addition, the courses offered by your district and the student count for only non-resident students.
- Part-time open enrollment district will be collected as an required field for SY2011-12 CWCS data collection.

### Specifications

- Optional field on upload and mandatory at lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: 'NA' or valid District Code

### Validation/Business Rules

- (SC38) Invalid 'Part Time Open Enrollment District'. Must be, 'NA', Not Applicable or a valid District Code for a district that was open at some time during the collection year.
- (SC53) Required field is missing 'Part-time Open Enrollment District'. Part-time Open Enrollment District is a required field for all grade levels.

P-T OE District Code	Description/Comments
FORMAT 0009	1) Must be a valid District Code from DPI Table. 2) District must be open at some point during the school year identified by YEAR.
NA	Not applicable. This student does not qualify as part-time open enrollment.

## Project Based Learning

### Definition

- Indicator of instruction via project based or extended inquiry process

### Definition (Expanded)

- A model contrary to traditional teaching that permits learners to identify and formulate their own problems they have a desire to solve. The learning activities are spread over a period of time, are interdisciplinary and student-centered. The student designs, develops knowledge, executes critical thinking and typically demonstrates learning publicly for project completion.

### Specifications

- Optional field on upload, conditional on lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Must be "Y" or "N".

### Validation/Business Rules

- (CT27) When provided, 'Project Based Education' indicator must equal 'Y' or 'N'.
- (CT28) Generic project based learning course code was provided, '22P01B', '22P01G', '22P01E', or '22P01H', but 'Project Based' indicator was either null or 'N'. 'Project Based' indicator has been reset to 'Y', yes.

PBL Indicator	Description/Comments
Y	Yes, this is a project based learning course/program.
N	No, this course does not meet the guidelines to qualify as project based learning.

## Record Type

### Definition

- CWCS has two record types: Student, Course and Teacher

### Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 3
- Value/Format: Must be a valid District Code from DPI Table.

### Validation/Business Rules

- (CT13) 'Record Type' must equal 'WCT' for CWCS course and teacher load file.
- (SC13) 'Record Type' must equal 'WS' for CWCS student load file.

Code	Description/Comments
WS	CWCS Student Record Type
WCT	CWCS Course and Teacher Record Type

## School Code

### Definition

- School within the district submitting CWCS data

### Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format:
- Must be a valid District Code from DPI Table.
- District must be open at some point during the school year identified by YEAR.
- FORMAT 0009 – Leading Zeroes

### Validation/Business Rules

- (CT4) The 'School Code' provided is not valid within the submitting district for the current collection school year.
- (CT5) 'School Code' must equal the submitting school. Rule applies for individual school users only.
- (CT45) School within district has no sections reported to CWCS.
- (SC4) The 'School Code' provided is not valid within the submitting district for the current collection school year.
- (SC5) 'School Code' must equal the submitting school. Rule applies for individual school users only.
- (SC41) School within district has no students reported to CWCS.

## Section ID

### Definition

- Unique identifier defined by the district to differentiate courses into units associated with a specific teacher or group of teachers and a specific group of students

### Definition (Expanded)

- A unique identifier defined by the district to differentiate courses offered into distinct sections necessary to associate teachers to students taught.
- This identifier must be unique within the school for a given collection.
- A section may be a classroom unit, a project unit, or other group of students associated with a specific time, block, or other period of time. For example, American Literature 205A held during period 1 in room 34 could be 00205AF2010, AmLit205A, 01054AmLitP1R34, 01054010034, or any other identifier deemed appropriate by the district.

### Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 25
- Value/Format:
- Must be 25 characters or less and may not contain spaces or blanks.
- The section record must be unique based on the combination of fields, COLLECTION, DISTRICT, SCHOOL, RECORD\_TYPE, YEAR, TERM, SECTION\_ID, and COURSE\_CODE.

### Validation/Business Rules

- (CT10) Invalid 'Section ID'. 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#\$%^&\*"?+=<>,{ }.
- (CT11) Required field is missing, 'Section ID'. 'Section ID' must be provided for all CWCS records.
- (CT12) 'Section ID' is not valid for the submitted school and term. 'Section ID' provided for student and completion record must match the section ID of a course and teacher record submitted for the matching collection type, district, school, year, and term. Refer to Appendix A of the CWCS Interface Specifications for more information.
- (SC10) Invalid 'Section ID'. 'Section ID' must be 25 characters or less and may not include spaces, blanks or special Characters like !@#\$%^&\*"?+=<>,{ }.
- (SC11) Required field is missing, 'Section ID'. 'Section ID' must be provided for all CWCS records.

## Section ID (Continued)

- (SC12) 'Section ID' is not valid for the submitted school and term. 'Section ID' provided for student and completion record must match the section ID of a course and teacher record submitted for the matching collection type, district, school, year, and term. Refer to Appendix A of the CWCS Interface Specifications for more information.
- (SC14) 'Section ID' exists with no students though students have been submitted for this school and term. This 'Section ID' was submitted in a course and teacher record, but no student and completion records have been submitted for this section ID.
- (SC28) Student and completion record is not unique. A student may have only one record per section ID per term.

## Submitting District

### Definition

- District submitting data

### Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format:
- Must be a valid District Code from DPI Table.
- District must be open at some point during the school year identified by YEAR.
- FORMAT 0009 – Leading Zeroes.

### Validation/Business Rules

- (CT3) Invalid 'Submitting District'. 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.
- (CT12) 'Section ID' is not unique. 'Section ID' must be unique based on collection type, district, year, school, term, record type, course code, and section ID. Refer to Appendix A of the CWCS Interface Specifications for more information.
- (CT52) Duplicate 02 header records in the file with the same unique criteria. A Collection-District-School-Record Type-Year-Term combination is not unique in the file. Check interface specification document for uniqueness.
- (SC3) 'Submitting District' within the file upload header must equal the district submitting the file for upload. The district must be open for the collection year.
- (SC45) Duplicate 02 header records in the file with the same unique criteria. A Collection-District-School-Record Type-Year-Term combination is not unique in the file. Check interface specification document for uniqueness.
- (SC50) No Students Submitted in one or more schools where section data exists. District Lock requested with no student or coursework completion data reported for school(s). However section/course/teacher records were submitted for these schools.

## Teacher Former Last Name

### **Definition**

- Teacher former last name

### **Specifications**

- Conditional on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 20
- Value/Format: Must be a valid value from DPI table when Last Name is not a valid value from DPI table.

### **Validation/Business Rules**

- (CT43) 'Former Last Name' must be 20 characters or less and may only contain the letters A-Z, a space, a dash or a single quote. A special character (space, dash, or single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.
- (CT44) Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.

## Teacher Last Name

### Definition

- Teacher last name

### Specifications

- Mandatory on upload and on lock
- Data type: Alphanumeric
- Size (bytes): 20
- Value/Format: Must be a valid value from DPI table when Former Last Name is not provided.

### Validation/Business Rules

- (CT40) 'Last Name' is a required for each teacher provided for a section.
- (CT42) 'Last Name' must be 20 characters or less, may contain A-Z, a space, a dash or a single quote. A special character (space, dash, single quote) cannot be preceded or followed by the same special character. A space is not allowed preceding or following a dash or a single quote.
- (CT44) Invalid combination of 'DPI Educator File Number', 'Last Name', and 'Former Last Name'.

## Teacher Role

### Definition

- Teacher Role Type

### Definition (Expanded)

- A teacher can have many roles. As an educator a “teacher role” could be to monitor students, develop curriculum, student assessment or work with another educator on a course.
- In CWCS a teacher role is defined by what the teacher does in a given section. An individual, assigned to a Section ID, which assists in the acquisition of knowledge by another.

### Specifications

- Optional on upload, mandatory at lock
- Data type: Alphanumeric
- Size (bytes): 2
- Value/Format: Must be a valid teacher role code from DPI table.

### Validation/Business Rules

- (CT35) Invalid 'Teacher Role'. 'Teacher Role' must be a valid Teacher Role code.
- (CT36) Required field is missing, 'Teacher Role'. 'Teacher Role' is a required for each teacher provided for a section.
- (CT37) Multiple teacher role provided for section with one and only one teacher. When Teacher Role equals 'MT', Multiple Teacher, two or more teachers must be provided for the section.
- (CT38) Collaborating educator role provided for section with one and only one teacher. The collaborating educator role is available to identify a secondary teacher associated with a section. The primary teacher must also be associated with the section and must have a role other than 'CT', Collaborating educator.
- (CT57) Invalid 'Teacher Role' combination. Teacher Role was provided as 'ME', Monitoring Educator. A Teacher Role of 'ME' can only be used when 'Dual Enrollment Credit' equals 'YOPC', 'YOUW', 'YOTC' or 'YA' or Alternative Education program equals 'HSED' OR 'CA' .

## Teacher Role (Continued)

Teacher Role	Code	Description/Comments
Collaborating Educator	CT	An educator working in collaboration with another teacher assigned to a section.
Monitoring Educator	ME	An educator (teacher, administrator, pupil services personnel) who is assigned to monitor students who are taking courses or enrolled in a program not being taught by a district teacher.
Multiple Teachers	MT	A member of a group of two or more educators assigned to a section and who is equally responsible for curriculum development and assessment.
Single Teacher	ST	The educator assigned to a section who is responsible for curriculum development and assessment.

# Term

## Definition

- An indicator for when the course is offered that varies by district, school, and/or grade level.

## Specifications

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 3
- Value/Format:
- Must be a valid District Code from DPI Table.
- Many terms may be submitted per file.

## Validation/Business Rules

- (CT7) Term is required and must be a valid Term code.
- (CT9) Required field is missing, 'Term'. 'Term' must be provided for all CWCS records.
- (CT52) Duplicate 02 header records in the file with the same unique criteria. A Collection-District-School-Record Type-Year-Term combination is not unique in the file. Check interface specification document for uniqueness.
- (SC7) Invalid 'Term'. Term is required and must be a valid Term code.
- (SC9) Required field is missing, 'Term'. 'Term' must be provided for all CWCS records.
- (SC15) Record may not be saved due to missing Course and Teacher data. Student and completion record may be saved only after course and teacher data have been submitted for the matching school and term.
- (SC16) File failure due to missing Course and Teacher data. Student and completion file may be uploaded only after course and teacher data have been submitted for the matching school and term.
- (SC28) Student and completion record is not unique. A student may have only one record per section ID per term.
- (SC43) No students provided for school. A school and term was provided without students in header row '03' for CSV file or STUDENT tag for XML file.
- (SC45) Duplicate 02 header records in the file with the same unique criteria. A Collection-District-School-Record Type-Year-Term combination is not unique in the file. Check interface specification document for uniqueness.

## Term (Continued)

Code	Description/Comments
1B	1st Block
2B	2nd Block
3B	3rd Block
4B	4th Block
5B	5th Block
6B	6th Block
7B	7th Block
8B	8th Block
9B	9th Block
10B	10th Block
1S	First Semester
2S	Second Semester
1T	First Trimester
2T	Second Trimester
3T	Third Trimester
1Q	First Quarter
2Q	Second Quarter
3Q	Third Quarter
4Q	Fourth Quarter
A	Annual
SM	Summer School (is not available)

## Virtual/Online Education

### Definition

- Indicator of instruction in on-line or virtual environment

### Definition (Expanded)

- Virtual online education programs where student's enrollment and participation in the course is done through the internet (online). These types of educational programs are available for students at grade levels K-12.

### Specifications

- Optional field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 1
- Value/Format: Must be "Y" or "N".

### Validation/Business Rules

- (CT25) Invalid combination, 'Distance Education' and 'Virtual / On-line Education' are mutually exclusive. Both 'Distance Education' and 'Virtual/Online Education' were provided as 'Y', yes. A section may be one or the other or neither, but not both. Coursework presented in an on-line or web based format which is offered by distance provider should be submitted as 'Virtual / On-line Education'.
- (CT26) Invalid 'Virtual / On-line Education' indicator. When provided, 'Virtual / On-line Education' indicator must equal 'Y' or 'N'.

Virtual Online Indicator	Description/Comments
Y	Yes, the educational materials for this course/program were provided through the internet (online) thus qualifying as virtual online education.
N	No, this course does not meet the guidelines to qualify as virtual online education.

## WSN ID

### Definition

- The Wisconsin Student Number is a unique, unduplicated number assigned to each student enrolled in Wisconsin public schools. The Wisconsin Student Number Locator System is used to assign a WSN. The WSN is intended to be the student's sole identifier throughout his or her PK-12 experience. Parents cannot opt their child out of being assigned a number in the system.

### Specifications

- Mandatory field on upload and lock
- Data Type: Numeric
- Size (bytes): 10
- Value/Format: 0000000009
- Each student record must match an existing WSLS record for this DISTRICT and SCHOOL using the following field combination: WSN\_ID and ENROLL\_DATE

### Validation/Business Rules

- (SC17) Invalid 'WSN\_ID' in student and completion record. WSN\_ID must use format 9999999999 and exist in WSLS.
- (SC18) 'WSN ID is required for every student and completion record.
- (SC22) Invalid enrollment period. No WSLS record exists for the WSN, District, School, and Enroll Date identified for this record.
- (SC28) A student may have only one record per section ID per term.
- (SC40) Less than 75% of students enrolled on the 3rd Friday are reported to CWCS.
- (SC47) WSN ID or Enrollment Period does not exist. WSN ID or Enrollment Period no longer exists in the WSLS. CWCS records must be removed and should be associated with a valid WSN, if appropriate.
- (SC48) WSN ID not found. WSN ID entered was not found in WSLS District.
- (SC49) (Warning) Unexpected 'School Code' associated with student 'WSN ID'. This student's WSN ID is associated with multiple schools within your district.

## Year

### **Definition**

- School Year

### **Specifications**

- Mandatory field on upload and lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: YYYY, i.e. '2012' for files submitted for the 2011-12 school term.

# World Language

## Definition

- Additional language other than native language (English)

## Definition (Expanded)

- World Language Courses are domestic courses of study in languages other than English. Courses may be designed to meet the needs of heritage or second language learners. Such courses were previously commonly referred to as “Foreign Language” courses.

## Specifications

- Optional on upload and mandatory at lock
- Data type: Alphanumeric
- Size (bytes): 9
- Value/Format: Must be a valid world language code from a DPI table.

## Validation/Business Rules

- (CT31) 'World Language code' must be a valid World Language code.
- (CT55) Required field is missing, 'World Language'. 'World Language' is a required field for all course and teacher records.
- (CT58) Invalid 'World Language' for elementary school type. 'World Language' was provided as a value of 'FLES' and school type was other than elementary and elementary/secondary combined school type.
- (CT59) Invalid 'World Language' for middle school type. 'World Language' was provided as a value of 'FLEX' and school type is not junior high and middle school types.

World Language	Code	Description/Comments
Foreign Language Exploratory (FLEX) Programs	FLEX	Exploratory Foreign language model at the middle school level that introduces learners to one or more languages during a short period usually no more than nine weeks. FLEX models are topic focused with an emphasis on: vocabulary, awareness and appreciation for the culture and motivation to start a formal foreign language program.
Foreign Language in the Elementary School (FLES) Programs	FLES	Foreign language model delivered at the elementary level-varies on frequency of meeting times and minutes per session. Instruction is delivered by a qualified foreign language teacher with a focus on language proficiency cultural knowledge and content integration.

## World Language (continued)

Two-Way Immersion Programs	IMMR	Fifty percent or more of the student's day is spent learning in a language other than English.
World Language	WL	A world language program included within the 'Foreign Language and Literature' subject area of the NCES course codes.
Not Applicable	NA	Not applicable.

## WSLS School

### **Definition**

- WSLS School is the school code where the student is enrolled.

### **Definition (Expanded)**

- The school that holds the student's WSN ID in the WSLS system. WSLS School data field is available for students that take coursework at multiple schools within their district. The WSLS School code is submitted through the student completion record.

### **Specifications**

- Optional on upload and conditional on lock
- Data type: Alphanumeric
- Size (bytes): 4
- Value/Format: 1) Must be a valid School Code from DPI Table. 2) School must be open at some point during the school year identified by YEAR. 3) FORMAT 0009 – Leading Zeroes

### **Validation/Business Rules**

- (SC55) Invalid 'WSLS School Code' for Submitting District. The 'WSLS School Code' provided is not valid within the submitting district for the current collection school year.